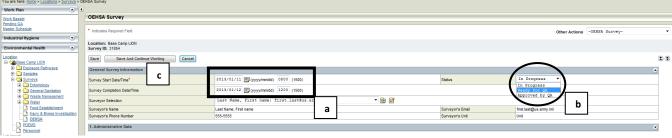
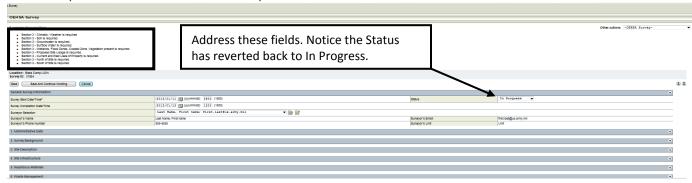
OEHSA ex 4 QAing, Exporting, Copying

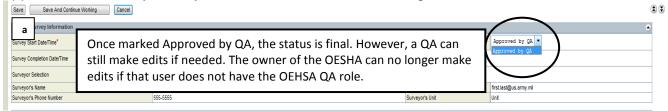
[1] When an OEHSA is completed, it must go through the QA Process. The first step is to ensure all fields are addressed. This is sometimes a lengthy process, however the OEHSA Completion Date should reflect the time the OEHSA was conducted on site, and not when it was entered into DOEHRS (a). When confident the OEHSA is complete, use the Status drop down to mark it Ready for QA (b). Note: Non QA users will not see the Approved by QA choice. Once the status has been changed, use a Save a Continue to verify the action (c).



However, if a field has been missed, DOEHRS will catch it.



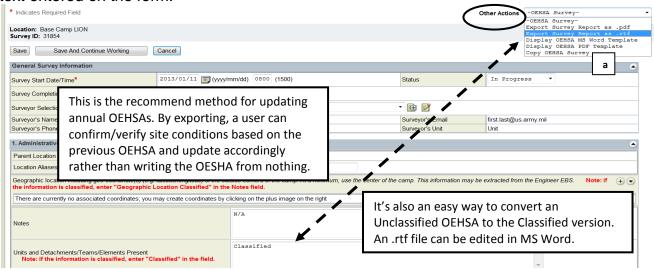
[2] Once the fields have been addressed and the OEHSA marked Ready for QA, it can be QA Approved. When any survey advances its status, it cannot go backwards.



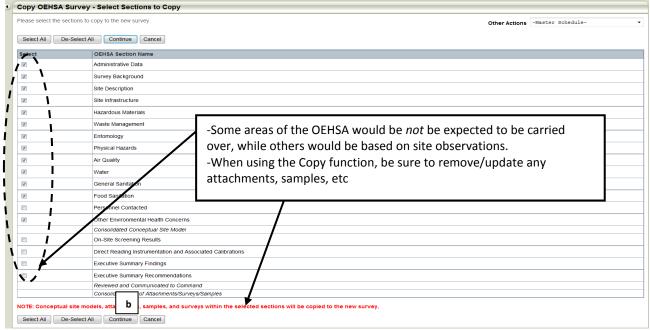
Once marked Approved by QA, use a Save [and exit] (a). The Survey will automatically be marked Closed on the preceding page.



Marking an OEHSA Approved by QA usually happens some time after the actual Survey Completion Date. This is normal and acceptable. However, QAing the completed OEHSA should be within 30 days. [3] To export an OEHSA, use the Other Actions from within the survey. This is a simple way to share the OEHSA with personnel outside the Preventive Medicine Community. It will export all text entered on the form.



[4] When doing the annual update to an OEHSA, or updating it because there are distinctly different site conditions present, the Copy OEHSA Survey (a) can be a tremendous time saver.



After hitting Continue (b), DOEHRS will ask a user to schedule the next OEHSA. Since the OEHSA is assumed to be complete, this is not needed. Use the Save and Begin Survey (c) (ignore all other fields) and open the new OEHSA (it will get a new ID) to being adding updates.

